



203 South Broadway St. Bells, Texas 75414  
 Phone 903-965-7744, Fax 903-965-0250  
[www.cityofbells.org](http://www.cityofbells.org)

## Residential Permit Application

Building Permit Number: \_\_\_\_\_ Valuation: \_\_\_\_\_ Zoning District \_\_\_\_\_

Project Address: \_\_\_\_\_ Bells, TX Subdivision: \_\_\_\_\_ Number of stories \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Area Square Feet: Living: \_\_\_\_\_ Garage: \_\_\_\_\_ Covered Porch: \_\_\_\_\_ Total: \_\_\_\_\_

**Scope of Work:** \_\_\_\_\_

Project Description: New SFR  SFR Remodel/Addition  Accessory Building  Plumbing  Fence   
 Mechanical  Lawn Irrigation  Swimming Pool  Electrical  Other: \_\_\_\_\_

IS THIS PROPERTY IN A FLOODPLAIN:  Yes  No If yes, provide Flood Plain Certificate

Owner Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

General Contractor:	Contact Person:	Phone Number:	<b>Must have Email for inspections:</b>
Mechanical Contractor:	Contact Person:	Phone Number:	Contractor License Number:
Electrical Contractor:	Contact Person:	Phone Number:	Contractor License Number:
Plumber/Irrigator:	Contact Person:	Phone Number:	Contractor License Number:

**A permit becomes null and void if work or construction authorized is not completed within 180 days, extension request must be made in writing, before expiration of permit. All permits require final inspection.**

**It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Approved by: _____	Date Approved: _____
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BV Project #: \_\_\_\_\_

Total Permit Fees: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_



## New Residential Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

**Site plans (plot plans)** drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

**Floor plans** drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

**Exterior elevation plans** drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

**Structural plans**, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

**Foundation plans** (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Reference IRC) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

**Engineer's foundation design letters.** Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

**Masonry on Wood details**, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

**Electrical plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

**Plumbing plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report.**



## New Residential Plan Review Checklist

Address: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_ **(2) Site Plans to include:**

Legal Description (lot, block, subdivision)

North area and scale

Property lines and lot dimensions

All easements

Proposed structure and all existing buildings

Setbacks for front, rear and sides of house must be shown on site plan

\_\_\_\_\_ **(2) Residential Energy Code Compliance Report (Rescheck, IC3 report and Energy Star reports accepted.)**

\_\_\_\_\_ **(2) Foundation Plans - Conventional Rebar Slab Foundation – Regionally**

Accepted Practices – Foundation Detail (Reference IRC) **or** Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the IRC.

\_\_\_\_\_ **(2) Sets of house plans to include: floor plan, exterior elevations, roof design,**

mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, shear wall detail.

\_\_\_\_\_ **Driveway approaches and drainage culverts - Engineered plans**

(Driveways accessing State Highways require a TXDOT permit)

\_\_\_\_\_ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester, Third Party Energy Provider**



## Residential Remodel/Addition

**What is an Addition** – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom or any other room enclosed or open that is attached to the main structure.

**What is a Remodel** – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

### Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (IECC Residential Energy Code Compliance Form), if applicable	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (IECC Residential Energy Code Compliance Form)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

**What do I need to install a Deck?** - Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. Any deck 30 inches off the ground requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground. Decks may not be placed in an existing easement.

**Do I need a permit for a Concrete Patio?** Concrete patios require a permit. Submit a site plan showing location of all buildings and proposed patio. Patios may not be placed in an existing easement.



## Residential Accessory Building

**What is an Accessory Structure?** An accessory building or use is one which:

- (a) is subordinate to and serves a principal building or principal use; and
- (b) is subordinate in area, extent, or purpose to the principal building or principal use served; and
- (c) contributes to the comfort, convenience and necessity of occupants of the principal building or principal use served; and
- (d) is located on the same building lot as the principal use served.

**What are the requirements for an Accessory Building?**

**SECTION 27 ACCESSORY BUILDING REGULATIONS 27.1 Height**

No accessory building shall exceed twenty-five (25) feet in height, nor shall it be greater in height than the main structure.

**27.2 Area Regulations for Accessory Buildings or Structures in Residential and Apartment Districts**

**27.2.1 Front Yard:** Attached accessory buildings, including garages and carports, shall have a front yard not less than the main building, or as specified in the particular district. Detached accessory buildings shall be located in the area defined as the side yard or rear yard.

**27.2.2 Side Yard:** There shall be a side yard not less than eight (8) feet from any side lot line, alley line, or easement line, except that adjacent to a side street, the side yard shall never be less than twenty (20) feet.

**27.2.3 Rear Yard:** There shall be a rear yard not less than ten (10) feet from any lot line, alley line, or easement line. Carports, garages, or other accessory buildings located within the rear portion of a lot (outside the required rear yard), as described in Section 26.2.3, shall not be located closer than fifteen (15) feet to the main building nor nearer than eight (8) feet to any side lot line.

**When is a permit needed?** A permit and plan review are required for all Accessory Buildings with a floor area of 200 sq. ft. or more. A permit fee is due at submission of application.

**Submittal documents:** Fill out a Residential permit application and submit (2) site plans which include the following: (You may use a copy of a survey of your lot)

- \_\_\_\_\_ Location of main building on lot and all other structures on property.
- \_\_\_\_\_ All Easements on property
- \_\_\_\_\_ Location of proposed accessory structure on lot.
- \_\_\_\_\_ Distance from accessory structure to main building and other structures on property.
- \_\_\_\_\_ Distance from accessory structure to side and rear lot lines.
- \_\_\_\_\_ All streets and alleys.
- \_\_\_\_\_ Foundation plans and/or means of support. (All portable buildings must be tied down regardless of size.)
- \_\_\_\_\_ Electrical and plumbing plans, if applicable.
- \_\_\_\_\_ Roof details (if not a prefabricated storage building)



## **Bureau Veritas Contact Information**

### **Permit Submittal**

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### **Plan Review**

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

### **Inspection Requests**

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401

Inspection FAX line: (817) 335-8110 or (972) 980-8400

Toll Free number: (877) 837-8775

Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

### **Field Inspections**

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



## PERMIT SIGN DEPOSIT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

Sign #: \_\_\_\_\_

Deposit \$20.00

Cash Only

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



I have returned my sign and have received my deposit back.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date